

Identification of IT Consumables

IT related consumables are in-scope to VITA, however the purchase of the items below is delegated to the agency, subject to the delegation specified. They do not have to be "V-code" and may be purchased in the same manner as non-IT consumables. There may be applicable statewide contracts for some supply items.

The Item below are IT, In-Scope Commodities whose purchase, up to \$500 per order, is delegated to Executive Branch Agencies	
Description of Items	
USB Storage Devices 2gb or under (i.e. Thumb or Flash Memory drives)	
Media (Tapes, Floppy Disks, CDs & DVDs)	
USB Hubs	
USB Cables (When not ordered with a peripheral)	
Ethernet Patch Cables	
Batteries (Other than Notebook and UPS Batteries)	
Speakers	

The Items below are Consumables that should not be V-coded and submitted to VITA. These are subject to the Agency's normal delegation (normally \$50,000)	
Description of Items	
Paper	
Laser Printer Cartridges	
Ink Jet Cartridges	
User Installable Fuser Units	
Covers and Enclosures (Acoustical and Protective) (For Equipment)	
CRT Holders, Cases, Glare Screens, Locks, etc.	
Keyboard Dust Covers, Key Top Covers, Keyboard Drawers, Wrist Supports, etc.	
Computer Locks/Alarms	
Paper	
Pens	
Printer Labels	
Mouse Pads	
Wrist Rests	
Screen and Keyboard Cleaner	